

SVE

**Electronic
Library Aide**

TRS-80 Model II - 32K

Society For Visual Education, Inc.
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Chicago, Illinois 60614
A Business Corporation

71127-TGB



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ELECTRONIC LIBRARY AIDE

Distributed by:

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1345 West Diversey Parkway
Chicago, Illinois 60614

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I. Introduction.

The ELECTRONIC LIBRARY AIDE or "ELA" is designed to serve as an electronic card catalog for your library. You will be able to use ELA for a number of different functions. These include the creation of a catalog, adding entries, deleting entries, searching for specific entries, altering catalog entries, printing out the catalog on a printer, and sorting the catalog. Each function is explained below and you can refer to these explanations later, but you will quickly discover that ELA explains itself as you use it.

ELA will help you create, maintain, and use an electronic card catalog. Your catalog will consist of a series of electronic "cards," or entries. Each entry in your catalog will contain information on the following:

- 1) Author of book, article, etc.
- 2) Title of book, article, etc.
- 3) Subject of book, article, etc.
- 4) Copyright date
- 5) Call number
- 6) Grades for which entry is appropriate
- 7) Information on current user of article
- 8) Due date of article
- 9) Miscellaneous information

When the entry is created, any or all of the above may be entered. The information can be easily added or changed later.

The ELA Program can be used for many different purposes. It can be used by librarians simply to maintain an up-to-date catalog of current library holdings, but it can do much more than that. It can also be used to check out books to users, to determine which books are due on a given date, to see how many books a given individual has checked out, and many other library functions.

ELA's ability to SEARCH the catalog also makes it valuable as a general library resource. Users can, for instance, specify a given author or subject, and the program will retrieve entries which contain matching terms.

The following pages will now describe the specific functions available to you with ELA, but remember . . . how you use them in your own specific situation is limited only by your imagination!

II. Starting off.

To start off, turn on your TRS-80 Model III. When the disk drives stop spinning, insert the ELA diskette into Drive #0 (lowermost drive) and press the orange RESET button located on the right-hand side of your keyboard.

Type the date when "Enter Date" appears and then press ENTER. Omit the time by pressing ENTER again. Momentarily, "HOW MANY FILES?" will appear in the upper left corner of the screen. Respond by typing 1V and pressing ENTER. Press ENTER again when "MEMORY SIZE?" appears. When READY appears, type RUN "ELA" and press ENTER. The title screen will appear and you will be instructed to "PRESS ANY KEY TO CONTINUE." (This message will appear repeatedly throughout the program.)

IMPORTANT! When the message "PRESS ANY KEY TO CONTINUE" appears on the first screen, you must hit a special combination of keys to permit you to use all of ELA's functions. To activate all functions, hold down the left shift and down arrow keys and then press L. This signal or CONTROL-L as it is called, tells the program that you are authorized to use all librarian functions. If you do not enter this signal, you would be able to use only the SEARCH CATALOG function. (See the "Security" section in this documentation for further information.).

III. Main Menu Option 1: SEARCH CATALOG

Option 1 on the Main Menu permits you to search the catalog. After choosing Option 1, you will be asked to define the basis for the search. Respond by telling whether you want to search the catalog based on author, title, subject, or other component of the catalog entry.

For example, suppose you wished to locate all entries in the catalog for which T.S. Eliot is author. After indicating that the search mode will be author you simply type Eliot/T.S. after "ENTER AUTHOR . . ." Then ELA will search for any entries which have "Eliot/T.S." listed as author. Entries will be retrieved which EXACTLY MATCH the term you are searching for. Entries with "Eliot T." will NOT be retrieved using this search.

When the search is completed, you have the option to continue searching the same term on another catalog disk or you may elect to search for a new term before being returned to the Main Menu.

IV. Main Menu Option 2: ADD ENTRIES

Option 2 will permit you to add entries to your catalog. (Remember that you can only add entries to an existing catalog. To create the catalog initially, you must first use Option 6.)

The procedure is very simple. After choosing Option 2, you are presented with a screen which introduces you to the catalog information which you will be adding. You will then proceed to the actual entry of catalog information. An entry "form" will next be displayed on the screen. The form contains categories for data entry: AUTHOR, TITLE, SUBJECT, etc. Also, each category has a specified line length. The displayed form looks something like this:

AUTHOR: (40 characters)
TITLE: (30 characters)
SUBJECT: (30 characters)
COPYRIGHT: (5 characters)
CALL NO: (15 characters)
GRADES: (10 characters)
USER: (20 characters)
DUE DATE: (10 characters)
MISC: (15 characters)

Enter the information which you wish to complete at this time. (You may, for instance, wish to leave the information on USER and DUE DATE for later

entry.) On each line enter the desired information as you wish it to appear in the catalog. If you make an error and wish to erase a line and start over, simultaneously press the following combination of keys: left SHIFT, down arrow, and R. This action will erase the line and move the cursor to the far left. Pressing ENTER at the beginning of any line will leave that line empty for future use and advance the cursor to the next line.

After the form is complete, you will be given a chance to correct any errors. When you are asked if there are any changes to be made, reply "Y" and you can correct entry errors on any line of the form. When you are satisfied with the entire entry, it will be written into the catalog. Before returning to the Main Menu you will be asked if there are any additional entries to be made.

V. Main Menu Option 3: DELETE ENTRIES

Option 3 in the Main Menu will permit you to delete entries which are incorrect, outdated, or otherwise inappropriate. When you choose this option, you will be asked for information about the entry which you wish to delete, and then the entry will be deleted.

After choosing this option, you will be asked for the entry number which you wish to delete. (This number can be obtained either from a printed copy of the current catalog, or by using the SEARCH CATALOG option before using the DELETE ENTRIES option.) After you enter the number of the entry which you wish to delete, the entry is displayed on the screen before it is deleted. If you decide that you do not wish to delete the entry, you may stop the procedure at this point. If you choose to proceed with the deletion, the entry will be removed.

After you have deleted one entry, you will be given the chance to continue with additional deletions. If you are finished with deletions, you will be returned to the Main Menu.

VI. Main Menu Option 4: CHANGE ENTRIES

At various times you may wish to change the information about an entry which is stored in the catalog. For example, you may wish to update information about an entry, or to correct information which was entered incorrectly. If you are using ELA to record who is using library materials, information on due dates, or reserve information, then the CHANGE ENTRIES option is the easiest way to update information on each entry.

After you choose the CHANGE ENTRIES from the Main Menu, you will be asked if you know the number of the entry which you wish to change. (The entry number can be obtained from a current printout of the catalog contents, or by using the SEARCH CATALOG Option.)

If you know the number, you may enter it and the entry will be retrieved. If you do not know the entry number, then you may be asked for information to help ELA search for the entry and retrieve it. (The process will be much faster if you know the entry number.)

The entry to be changed will then be displayed, and you will be able to stop the procedure at this point if you wish.

If you continue, the entry form will be displayed, and you will be able to change any part of the information currently stored in the catalog concerning that entry. (The process is very similar to that used when you entered the information into the catalog for the first time.)

When you are done, you will have the chance to continue with the CHANGE ENTRIES option. If you are finished changing entries, you will be returned to the Main Menu.

VII. Main Menu Option 5: PRINT OUT CATALOG

If you select Option 5 on the Main Menu, you will generate a printed copy of the current catalog entries. After selecting Option 5, you will be asked to indicate the drive in which the catalog disk resides. You will also be asked the current date, and that date will be printed at the beginning of the catalog printout. After the printout is completed, you will be returned to the Main Menu.

(Note: Even if your TRS-80 Model III contains a RS-232C serial communications board, ELA contains no software driver to communicate with a serial printer. Only a parallel printer will operate with ELA. If you wish to use a printer with ELA, it will be necessary for you to connect the cable of a parallel printer to the parallel printer jack located on the underside of the computer. Consult your TRS-80 Model III Reference Manual for assistance in making this connection.)

VIII. Main Menu Option 6: PREPARE NEW DISK FOR CATALOG USE

Before library information can be manipulated by ELA, you must first create a catalog file. Such files can reside only on a catalog diskette that has been properly initialized. Therefore, before creating a new catalog file using Option 6, you will have to initialize a new diskette. This must be done before ELA is placed in the computer's memory by following instructions outlined in Appendix 1.

If your system has a single drive (i.e., only Drive 0), a catalog file must be created on a System diskette that contains disk system operating software—TRSDOS. Up to 600 catalog entries can be stored on a System diskette. Once ELA is loaded into memory, a System diskette containing a catalog file can be placed in Drive 0.

If your system has at least two drives, catalog files can be created on both System and Data diskettes. The latter diskette contains no disk system operating software and can store up to 900 catalog entries. However, Data diskettes cannot be used in Drive 0.

With an initialized diskette inserted in the appropriate drive, Option 6 can be selected from the Main Menu to create a new catalog file. Once you have selected this option, you will be asked to indicate the drive location of the new diskette before proceeding. After entering this number, ELA will proceed

to create a catalog file on the new diskette. When the new diskette is ready to receive entries, "NEW CATALOG FILE READY" will appear on the screen.

IX. Main Menu Option 7: SORT CATALOG ENTRIES

When you enter your catalog entries, they may be entered in any order. Eventually, you may wish to sort the entries alphabetically by author, or alphabetically by title, etc. Option 7 on the Main Menu will permit you to sort your catalog entries, according to a criterion of your choice.

IMPORTANT: Before you choose the SORT CATALOG ENTRIES option, you must temporarily insert the ELA diskette in Drive 0. Once the diskette is in place, you can select Option 7 from the Main Menu. Then you will be asked to indicate which drive contains the catalog entries to be sorted. If you have a single drive system, remove the ELA diskette from Drive 0 and replace it with a catalog diskette before specifying where the catalog is located. Then type and enter 0. Next specify which criterion to use for sorting. (That is, do you want to sort by author, title, etc.)

After entering this information, "NOW SORTING . . ." will appear on the screen. Depending on the number of entries in your catalog, this procedure will take a varying length of time. When the sorting has been completed in the computer's memory, the catalog entries will then be re-ordered in their correct order and "NOW PLACING ENTRIES IN CORRECT ORDER" will appear on the screen. Once again, depending on the number of entries, the time required for this will vary. Finally, when the entries have been placed in their proper order in the catalog file, "SORT COMPLETED" will appear on the screen.

IMPORTANT: Before responding to "PRESS ANY KEY TO CONTINUE" once the sort is completed, the ELA diskette must be reinstalled in Drive 0.

(Note: Sorts invariably are one of the most time-consuming computer operations. It is recommended that sorts be scheduled for periods when other activities are not required. It is also important that the sort procedure not be interrupted during the time when entries are being rewritten in the sorted order; if you interrupt the procedure at this point, information on several entries may be lost. The ELA sort may take quite some time to sort a large, randomly-arranged catalog, but will be considerably faster when adding new entries to previously-sorted catalog.)

X. Security Considerations

In some cases it may be desirable to limit access to all of ELA's functions. While a librarian will obviously need to add, delete, or change entries, users who wish to search the catalog need not have access to those functions.

To limit access to the entire range of librarian functions, the program uses the CONTROL-L signal as a way of knowing that a librarian (or other authorized user) is using the program. As described in the Starting Off section, a user who wants to gain access to all ELA functions should press and hold down the left SHIFT key, the down arrow key, and then press the L key in response to the "PRESS ANY KEY TO CONTINUE" message.

If the CONTROL-L signal is not entered, then the user is limited to the SEARCH CATALOG option. For most students and teachers, this will represent the main use of the program.

Suppose that a librarian is using the program, and a student wishes to use the program briefly, or suppose that a student is using it, and a librarian needs to interrupt briefly. For your convenience, it is possible to shift back and forth between the librarian mode (where all options are available) easily.

If you are in the librarian (full-option) mode, enter CONTROL-S (press and hold down the left SHIFT and the down arrow keys and then press S) at any point where the "PRESS ANY KEY TO CONTINUE" message appears. CONTROL-S will place the program in the limited-option (SEARCH CATALOG only) mode.

If the program is in the limited-option (SEARCH CATALOG only) mode, enter CONTROL-L in response to any "PRESS ANY KEY TO CONTINUE" message or enter CONTROL-L in response to the limited use SEARCH CATALOG/EXIT FROM PROGRAM menu and the librarian mode will again become available.

XI. Typical Examples of Use of ELA

The ELA program is flexible enough to permit many different uses. At its simplest level, it can be used to maintain a catalog of your current library holdings. This catalog can be sorted and printed out at your convenience, providing you with an accurate summary of your holdings. The program, however, also can interact with you to perform a number of other valuable functions.

Example 1: A teacher wants to find all of the books in the library which relate to Thanksgiving and which are appropriate for her grade level. She activates the program and enters the SEARCH CATALOG mode. She bases her search on subject and chooses to have the results displayed on the screen. Each entry with the word "Thanksgiving" included in the subject will then be displayed on the screen. (If a printer is available, she may choose to print out the entries which are of particular interest.)

Example 2: A student needs to know how many books by Judy Blume are in the library. He or she activates the SEARCH CATALOG mode, bases the search on author, enters BLUME as the search term, and all entries with "Blume" included in the author information will be displayed.

Example 3: A librarian wants to check out a book to a student. The librarian enters the program and selects the CHANGE ENTRIES option from the Main Menu. When the CHANGE ENTRIES option is activated, the librarian is asked if the entry number is known or if the entry must be searched. The librarian elects to search for the entry, bases the search on the call number of the book, and the entry is retrieved. The student's name or ID number is entered on the USER line of the entry, and the appropriate date is

entered on the DUE DATE line.

Example 4: A librarian wants to know how many books are due on October 16, 1985. The librarian enters SEARCH CATALOG mode, bases the search on the due date, and enters the date as the search term. All entries which match the due date will be displayed.

Example 5: A librarian wants to know how many books are checked out to a certain student. The librarian enters the SEARCH CATALOG mode, bases the search on user, and enters the student's name. All entries which contain the student's name will then be retrieved.

XII. Further assistance

If you need further assistance in the use of the ELA, or if you have suggestions for features which would make it more useful to you, or if you have specialized needs which require modification of the program (such as changes in the data entry form), please let us know.

Appendix 1: Initializing a New Diskette

Before setting up a new blank diskette for catalog use, the diskette must be "initialized." (You may be wondering, "What does that mean"? A blank diskette is just that . . . blank. Initializing a diskette places signals at various points on the diskette which essentially carve it up into sections, called "sectors," which can then be used to store information.)

Initializing a diskette is not too complicated. Diskettes for the TRS-80 Model III can be initialized in one of two ways: 1) as "SYSTEM" diskettes that contain disk system operating software and 2) as "DATA" diskettes that contain no system information and therefore have greater storage capacity. However, DATA diskettes can only be used in multiple drive systems.

I. Initialize (Duplicate) a System Diskette:

1. Turn on your computer and insert the TRSDOS Disk Operating System diskette in Drive 0.
2. Press the orange RESET button and enter the date. Press ENTER. When "Time" appears, press ENTER again.
3. When "TRSDOS READY" appears, type and enter "BACKUP." If you have a multiple drive system, insert the blank diskette in Drive 1 at this time.
4. Type and enter 0 when "SOURCE" Drive Number?" appears on the screen.
5. When "DESTINATION" Drive Number?" appears type and enter 0 if your system has only one drive or 1 if your system contains two or more drives.
6. Next "SOURCE Disk Master Password" will appear on the screen. Type and enter PASSWORD. (Note: In single drive systems after you have done this, "Insert DESTINATION Diskette ENTER " will appear on the screen. Remove the TRSDOS diskette from Drive 0 and insert a blank diskette. Then press ENTER and the duplicating process will begin. During this process, you will be asked periodically to swap diskettes in Drive 0.)

7. When the duplicating process is done, "BACKUP COMPLETE" and "TRSDOS READY" will appear on the screen. If you wish, additional catalog space can be created on the new diskette by using the KILL command to erase the system files: LPC/CMD, MEMTEST/CMD, and HERZ50/CMD.
8. The new diskette is now ready for catalog use. Install the ELA diskette in Drive 0 and press the orange RESET button. Follow the instructions in the Starting Off section of this manual for loading the program. (Note: In both single and multiple drive systems, once ELA has been loaded into the computer's memory, the ELA diskette can be removed from Drive 0 and replaced with a System-type catalog diskette.)

II. Initialize (Format) a Data Diskette (Multiple drive systems only)

- 1.-4. (same as previous procedure)
5. Type and enter FORMAT.
6. When "Format Which Drive?" appears on the screen type and enter 1.
7. Next, "Diskette Name?" will appear on the screen. Type and enter CATALOG.
8. When "Master Password?" appears, type and enter PASSWORD. The formatting process will now begin. When the diskette is ready, "TRSDOS READY" will appear on the screen. The DATA diskette may now be used to create a catalog file in Drives 1, 2, or 3.
9. Replace the TRSDOS Operating System diskette in Drive 0 with the ELA diskette. Press the RESET button and follow the instructions in the Starting Off section of your manual for loading the program.



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